

## Introduction

The “NIGP Code” Quick Reference Guide is designed to provide the minimum steps necessary in selecting appropriate NIGP Class and Item Codes while creating Bid Solicitations.

## Steps

### Step 1:

While in the process of creating a Bid, selecting an item(s) is the second step.

- a.) Click the **Items** tab.

## Open Market Bid 007114B0000884

General **Items** Address Accounting Routing Attachments Notes Bidders Questions An  
General Address Accounting Attachments Notes Questions

### Step 2:

The Items page displays. An **NIGP Class & Item** are required to proceed.

- a.) From the middle of the screen, click the **eyeglass icon** to do a Keyword Search.

**Note:** **Keyword searches** are very helpful to those who are unfamiliar with which NIGP code to use. You can also use the drop down menus next to the Eyeglasses.

Quantity	Unit Cost	Net Unit Cost	UOM
0.0	0.00	\$0.00	

NIGP Class:    
NIGP Class Item:

### Step 3:

The **Commodity Code & Service Codes Search** page displays.

- a.) Enter in a keyword into the **NIGP Keyword** field for the service you are interested in.
- b.) Next, click the **Search** button.

A list of results should display.

- c.) Scroll through your results and select the appropriate NIGP code.

**Note:** You can only enter one line item at a time.

## Commodity Code and Service Codes

### Search

NIGP Class   
NIGP Class Item   
**NIGP Keyword**   
Search using

### NIGP Code Browse

Show Categories

1-25 of 223  
1 2 3 4 5 6 7 8 9

	Code	Description
<input type="radio"/>	031-87	Testing and Recording Instruments
<input type="radio"/>	035-82	Taxiway and Runway Testing Equipment and Supplies
<input type="radio"/>	075-24	Diagnostic Instrument System for Vehicle Emission Testing

**Step 4:**

Utilizing the drop down menus.

- a.) Select an **NIGP Class & Item** from the drop down menus provided.

Quantity		
	10.0	641 - PAPER AND PLASTIC PRODUCTS, DI...
		645 - PAPER, FOR OFFICE AND PRINT SH...
		646 - PAPER, FOR OFFICE AND PRINT SH...
		650 - PARK, PLAYGROUND, RECREATIONAL...
		652 - PERSONAL HYGIENE AND GROOMING ...
NIGP Class:	652	652 - PERSONAL HYGIENE AND GROOMING ...
NIGP Class Item:	57	57 - Personal Hygiene Kits for Men ...

Save & Add New   **Save & Exit**   Save & Continue   Reset   Cancel & Exit